



**King County**  
**REGIONAL IMPLEMENTATION MANAGER**  
**(PROJECT PROGRAM MANAGER IV)**  
**DEPARTMENT OF TRANSPORTATION/TRANSIT DIVISION**  
**TRANSIT GENERAL MANAGER SECTION**  
**Annual Salary Range: \$68,070 – \$86,282**  
**Job Announcement: 05AB5002TLT**  
**OPEN: 3/7/05 CLOSE: Open Until Filled**

**WHO MAY APPLY:** This two year fully benefited Term-Limited Temporary position is open to the general public.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **201 South Jackson St., M. S. KSC-TR-0419, Seattle, WA 98104-3856**, or hand delivered to the **Career and Employment Center** located at The King Street Center, 201 South Jackson Street. Application materials **must be received by 4:00 p.m.** on the closing date. (Postmarks are NOT ACCEPTED.) Contact Adrienne Bunney at (206) 684-1087 or [adrienne.bunney@metrokc.gov](mailto:adrienne.bunney@metrokc.gov) for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above will not be processed.

**FORMS AND MATERIALS REQUIRED:** [A King County application form and data sheet](#), resume, answers to the supplemental questions, and a letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** King Street Center, Pioneer Square, Seattle, WA

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The normal workweek is Monday through Friday 8:00 a.m. to 5:00 p.m.

**PRIMARY JOB DUTIES INCLUDE:** This position is one of five regional team members to support the Central Puget Sound Regional Fare Coordination (RFC) Project, with the primary responsibility to provide system implementation and coordination, project schedule development and monitoring, and agency coordination to identify, adopt and implement regionally consistent business and operating policies. This capital project (\$40M budget for seven agencies) will implement a common fare collection system, using smart card technology, for all participating Agencies. The Regional Implementation Manager reports to the RFC Project Contract Administrator. This position shall perform duties as delegated by the Contract Administrator, which may include, but not be limited to those noted below.

- Primary responsibility for the continued development, maintenance and implementation of the Agencies' Regional Implementation Plan (i.e. the plan describing how the agencies will implement the system designed per the vendor contract). Perform schedule monitoring; produce regular status reports, and initiate action as needed to maintain schedule related to implementation elements.
- Monitor vendor adherence to the system design contract and provide analysis in the form of "look aheads" for key tasks; synchronization with the Regional Implementation Plan; risk assessment for schedule deviations and recovery strategies; and other areas as needed.
- Staff and coordinate the work of 10-15 regional Subject Area Advisory Teams (SAAT) who provide expert review or development guidance in specific transit system operating areas.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Coordinate with the Agency Site Managers to track any agency-specific requirements and identify/resolve any issues.
- Maintain tracking/status data bases of key project activities, including, but not limited to: Requests for Information (related to contract requirements), design and implementation issues, action items. Manage the resolution of issues among the seven agencies and the vendor.
- Manage the development (which may include drafting) and adoption of agreements necessary for system operation, including, but not limited to: cardholder agreement, data privacy policy, system operations manual, application licensing agreements.
- Coordinate with the regional team Budget & Contract Control Manager to maintain a database of Implementation requirements, report on progress and track against budgets and payments.
- Identify and document the need for revised and/or new Agency Business Rules or other fare collection and customer services practices.
- Provide support to the development and/or analysis and approval of vendor or consultant change orders and amendments.
- Evaluate and coordinate Contractor Requests for Information (RFI) with the Agency Site Managers.
- Coordinate with the regional team Project Assistant to ensure proper records administration within the central Project files.

**QUALIFICATIONS:** A Bachelor's degree in engineering, computer science, transportation planning, public administration or closely related field or the equivalent combination of education and experience is required. Five (5) years of experience in managing large information systems and technical projects including a working knowledge of project management techniques. Additionally, the following are required:

- A working knowledge of project management techniques, including all phases of a project life cycle and the responsibility for scope, schedule and budget.
- Experience with quality assurance and coordination with staff and contractors engaged in system design review, installation, testing and implementation of equipment and systems.
- Experience with developing, managing and maintaining detailed project schedules.
- Proficiency in Microsoft Excel, Word, Access, PowerPoint, Project and Outlook.
- Ability to communicate effectively verbally, in presentations, and in writing, with technical and non-technical audiences.
- Experience organizing, presenting, facilitating and negotiating with diverse stakeholders and user groups
- Ability to conduct effective meetings and summarize results.
- Ability to self-manage a complex work program; organize and execute a long-term work plan.

**DESIRED QUALIFICATIONS:** A Master's degree; Transit industry experience; familiarity with Rational RequisitePro requirement management and Primavera project management programs.

**NECESSARY SPECIAL REQUIREMENTS:** A valid Washington State driver's license or the alternate ability to travel around the County in a timely manner is required.

**SELECTION PROCESS:** The candidate evaluation and selection process will include a preliminary screening of application materials for qualifications, clarity and completeness. Competitive candidates will be interviewed by one or more panels. Reference contacts will be made only with final candidates.

**UNION MEMBERSHIP:** This position is not represented by a union.

**CLASS CODE:** 243401

## **Supplemental Questionnaire Project/Program Manager IV**

Please attach responses on additional sheets of paper. Be sure to include your name on each sheet you attach.

1. Describe your experience managing the schedules for a complex project, including how you kept individual schedules synchronized with the master schedule. Identify the issues you encountered and the techniques that you used to ensure schedule consistency and compliance.
2. Describe your experience with building consensus among a group of people with diverse issues, schedules and priorities to reach a common end. Identify the issues you encountered and the techniques and strategies you used to successfully complete the project/task.
3. Describe the most complex project implementation that you have been managed. Please include a description of the project, the parties involved and their particular interests in the project, your role in the implementation process, what indicators were used to measure success and how the implementation effort was evaluated.